



University
of Windsor

Policy Title: Campus Grounds Policy

Policy Number: FO2024-08-1

Established: August 2024

Approved by: Vice President, Finance & Operations

Last Approval Date: September 12, 2024

Position Responsible for Maintaining and Administering the Policy: Director, Facility Operations

Contact: John Regier, Director Facility Operations, 519-253-3000 ext. 2165

Purpose:

The purpose of the policy is to create a protocol that will ensure the safety, cleanliness, and functionality of the University of Windsor Campus Grounds.

Scope of Policy:

The policy is universal to all University of Windsor outdoor properties and campuses. It encompasses all outdoor areas of campus, including lawns, gardens, parking lots, walkways, athletic fields, and any other exterior spaces.

Policy Statement:

This policy ensures that the campus grounds are a safe, clean, and inviting environment that fosters teaching, learning, and community engagement for all of our students, staff, faculty, visitors and community members. The policy applies to all students, faculty, staff, visitors, community members and contractors who access or use the campus grounds.

Exceptions to the Policy:

In the event of the unavailability of the applicable authority, the Vice President, Finance & Operations or designate shall be authorized to act in their place under this policy.

Cross-References:

[Cannabis Act](#)

[Criminal Code of Canada](#)

[Explosives By-law 6366](#)

[Flying of Flags Policy](#)

[Firearms By-law 2481](#)

[Keeping of Animals By-law 8156](#)

[Liquor Licence and Control Act](#)

[National Flag of Canada](#)
[Noise By-law 6716](#)
[Open Air Buring By-law 113-2023](#)
[Parking Regulations](#)
[Parking By-law 9023](#)
[Service Animals on Campus](#)
[Sign Posting Policy](#)
[Smoke free Ontario Act](#)
[Smoke-Free Campus](#)
[Trespass to Property Act](#)

Definitions:

authorized personnel: the employees of the University of Windsor and personnel from third parties who work on behalf of the University under a contract.

campus grounds: Physical areas and spaces that make up all outdoor areas of campus, including lawns, gardens, parking lots, walkways, athletic fields, and any other exterior spaces.

community members: An individual associated with an individual or group associated with the University of Windsor who contribute to the educational environment, campus culture and overall mission of the institution. Community Members include staff, faculty, students, visitors, residents, administrators, researchers and alumni.

environmental damage: anything resulting in harmful effects on the natural environment, including air, water, and the soil.

gathering spaces: a space used by community members to congregate.

personal mobility devices: a motorized propulsion device designed to transport one person. It can include devices such as wheelchairs, motorized scooters, or carts. PMDs are electrically powered, have at least one wheel, and are designed for use by one person.

pets: Pet means a domestic or tamed animal kept for companionship or pleasure that is not a service animal (as defined in the Accessibility Procedures on Service Animals)

property: Any item on the campus grounds that is owned by the University

service animal: As defined in the University of [Windsor Service Animal on Campus Policy](#)

unauthorized: Without authority or permission granted by the University.

unauthorized vehicles: a vehicle parked, stored, or located on campus grounds without consent or approval from the University.

weapons: as defined in Section 2 of the [Criminal Code of Canada](#)

Procedures:

1. General Conduct:

- All individuals on campus grounds are expected to maintain a respectful and considerate demeanor towards others, the environment and campus property.
- All individuals are responsible to dispose of all trash, recyclables and other waste in the designated bins available throughout campus. The University has waste reduction and recycling in place [Waste Reduction and Recycling | Environmental Sustainability @ UWindsor](#)
- Weapons are prohibited on campus unless otherwise lawfully authorized.
- The use of campus grounds for any activities that may disrupt the mission of the University, endanger safety, or cause damage to property is prohibited.
- Noise levels must be kept at a level compliant with municipal by-laws and to avoid disturbing classes, study sessions, or other approved campus activities.
- Third parties shall not solicit funds or sell or distribute goods, products or services on campus grounds without the prior written approval of Campus Safety and Security, and shall ensure that no litter, refuse, waste, or other environmental damage results from these activities.

2. Environmental Stewardship

- All members of the campus community are expected to leave the campus grounds in the same condition they found them, taking care to preserve the cleanliness of the environment.
- The destruction or removal of plants, trees, or any other natural element on campus grounds is prohibited without written permission from Facility Services Operations.
- Landscaping and planting or picking flowers, or any other vegetation on campus grounds is prohibited without written permission from Facility Services Operations.
- The use of campus grounds for activities that may cause environmental damage is prohibited.

3. Smoke-Free Campus

- The entire campus, including all outdoor areas, is designated as a smoke-free environment.

- The Smoke-Free Campus Policy aligns with the University's commitment to foster a culture of wellbeing for all individuals who work, live, study and/or visit the campus. [Smoke-Free Campus Policy and FAQs | Smoke Free Campus \(uwindsor.ca\)](#)

4. Vehicles on Campus

- Unauthorized vehicles are prohibited on campus grounds. This includes, but is not limited to, commercial vehicles, delivery trucks, and personal vehicles beyond designated parking areas.
- Special permission must be obtained from Facility Services and/or Special Constable Service for any vehicle requiring access to campus grounds.
- Violations may result in fines, towing or other disciplinary action. Offenders may lose parking privileges on campus.

5. Parking

- Parking on campus grounds is permitted in designated parking areas only. In order to maintain a safe campus environment, the University of Windsor has parking regulations in place. [Parking Regulations | Parking Services \(uwindsor.ca\)](#)
- Parking in unauthorized areas, including on lawns, walkways, egress routes, or along fire routes is prohibited and may result in fines and/or the vehicle being towed at the owner's expense.
- The use of campus parking lots for camping, overnight stays, storage of vehicles, or for any non-campus related activities is prohibited without written permission from parking services.

6. Overnight Stays and Camping

- Overnight stays on campus grounds, including in vehicles, campers or trailers temporary structures are prohibited without written prior approval from the Office of Campus Safety & Emergency Planning.
- Camping, including the setting up of tents, sleeping bags, or other camping equipment is not allowed on campus grounds without written prior approval from the Office of Campus Safety & Emergency Planning.
- Those found engaging in unauthorized overnight stays or camping on campus grounds may be subject to fines, disciplinary action and/or trespassing consequences.

7. Campus Signage

- The installation and placement of signs, banners, posters or any other form of signage on campus grounds is the responsibility of Facility Services Operations.
- The approval for the installation and placement of signs, banners, posters or any other form of signage on campus grounds is prohibited without prior written permission from Public Affairs & Communications.

- Campaign banners may be hung on the exterior walls of buildings or structures consistent with existing policies and procedures.
- Unauthorized signage will be removed immediately

8. Campus Events

- The University of Windsor recognizes that events and activities are an essential component of campus life. The information provided by the Office of Student Experience and the Office of Campus Safety is intended to help groups plan and execute events while minimizing the various risks associated with hosting an event. Events must be approved by the applicable department/office and the office of campus safety and emergency planning

[Student Event Planning | Office of Student Experience \(uwindsor.ca\)](#)

[Special Event Information Form](#)

- All events held on campus grounds must be approved by Campus Safety & Emergency Planning in addition to the applicable campus department/office. Event requests must be submitted at least 14 days before the event.
- Outdoor events must be planned in a manner that minimizes disruption to the educational mission and daily operations of the University.
- Event organizers are responsible for ensuring that all participants adhere to the Campus Grounds Policy along with other applicable policies, procedures, regulations and bylaws.
- Any furniture, chairs, tents, stages, inflatables, or other equipment used during the event must be approved in advance by Campus Safety & Emergency Planning.
- After the event, organizers must ensure that the grounds are cleaned up and restored to their original condition.

9. Utilities

- Access to campus utilities, including electricity, water and internet connections is strictly regulated and prohibited without prior written permission from Facility Services Operations and/or IT Services.
- Any temporary connections for events or construction must be requested in advance and are subject to approval by Facility Services.
- Unauthorized access or tampering with campus utility infrastructure, including electrical outlets/panels, water taps/lines, and network systems is prohibited and may result in disciplinary action or legal consequences.
- The campus community is expected to conserve resources by using utilities responsibly and reporting any leaks, outages or other issues to repair@uwindsor.ca immediately.

10. Pets & Service Animals

- All pets and service animals (“permitted animals”) on campus grounds must be compliant with local bylaws, always kept on a leash and under the control of the owner.

- Anyone bringing a permitted animal onto campus grounds is responsible for collecting and disposing of their waste in designated bins and for any and all damage to person and/or property caused by the permitted animal.
- Permitted animals must not pose a threat or disturbance to others on campus, and any aggressive behavior may result in the pet being removed from campus grounds.
- Permitted animals are not permitted indoors or in any outdoor class, seminar, or activity unless exempt under the **Service Animal on Campus Policy**

11. Snow Removal and Salting

- The University has a procedure to ensure that snow and/or ice accumulation on campus is quickly and strategically addressed to ensure safe passage for pedestrians and vehicles. [Snow Removal & Salting | Facility Services \(uwindsor.ca\)](#)
- During the winter season, the campus will take reasonable measures to ensure that walkways, entrances, and parking areas are safe and accessible.
- Priority will be given to fire access routes, accessible entrances, main walkways, and parking lots.
- All members of the campus community are to exercise caution during winter weather conditions and to report any hazardous areas to repair@uwindsor.ca.

12. Campus Notice of Service Interruptions and Projects Centre

- The University of Windsor posts all notice of service interruptions and projects taking place. Notices are posted online, and notices are emailed by Facilities Services.

[Notice of Service Interruptions/Projects Centre | Facility Services \(uwindsor.ca\)](#)

13. Skateboards, Scooters, Bicycles, Personal Mobility Devices and Golf Carts

- Skateboarding, bicycling and the use of scooters or personal mobility devices on campus grounds must be conducted in a safe manner that does not endanger pedestrians or damage property. Skaters, cyclists, and scooter users must yield to pedestrians.
- Performing tricks or stunts is prohibited on campus grounds. The use of skateboards, bicycles and scooters inside campus buildings is prohibited.
- Reckless use of skateboards, bicycles or scooters may result in disciplinary action and/or trespass consequences.
- The use of golf carts on campus is restricted to authorized personnel only. Golf carts must be operated in a safe manner and yielding to pedestrians.
- Golf carts must be parked in designated areas and must not obstruct walkways, egress, entrances or fire routes.

14. Alcohol Use on Campus

- The University of Windsor is committed to fostering a campus environment in which there is an atmosphere of learning and a sense of community that promotes the

adoption of health-enhancing attitudes and behaviors. It recognizes that personal well-being enhances academic success and may set a pattern for lifelong healthy living.

[Policy on Alcohol Use \(uwindsor.ca\)](#)

15. Fire

- Open flames, bonfires, and any form of fire are prohibited on campus grounds unless part of an approved event or exemption, in compliance with local by-laws, approved by the Fire Chief for the City of Windsor, and under the supervision of authorized personnel.
- The use of portable grills or any cooking equipment that produces an open flame is prohibited without prior approval.

16. Flags

- The erection of flags on campus grounds using flagpoles or other installations are restricted to approved locations and must be approved by Facility Services.
- Flagpoles and other installations for displaying flags are restricted to approved locations and must comply with the University's Flag Policy. Flags must be flown in accordance with all applicable policies, laws and regulations.
- Unauthorized display of flags or banners on the campus flagpole is prohibited and will be removed immediately. Individuals responsible may be subject to disciplinary action.
- The official flagstaff at the University of Windsor is located at 401 Sunset Avenue, behind Chrysler Hall Tower.

[Policy on Flying of Flags \(uwindsor.ca\)](#)

17. Surveillance and Security

- The campus grounds are monitored by surveillance cameras to enhance security and ensure the safety of all individuals. Special Constable Services conducts regular patrols of the campus grounds to deter criminal activity, respond to emergencies and to enforce campus policies.
- Members of the campus community are encouraged to report any suspicious activity or security concerns to Special Constable Services immediately.

18. Violations

- Ensuring the safety and wellbeing of all members of the campus community is a top priority. Violations of the campus grounds policy may result in disciplinary action, fines, towing and/or legal consequences.
- Any member of the campus community who witnesses or becomes aware of a violation of the campus grounds policy is encouraged to report the incident immediately to Special Constable Services, or the appropriate department/office.

19. Legal

- In addition to the provisions outlined in this policy, all applicable federal, provincial, and local legislation and regulations must be adhered to. Compliance with these legal requirements is mandatory and supersedes any campus-specific policies, procedures and guidelines where applicable.

Review Process for the Policy:

The policy will be reviewed every five (5) years. Under the following circumstances the policy may be reviewed before the five (5) year term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by a governing body, such as the Board of Governors, to review the policy

Process for Communicating the Policy:

The policy will be posted on the University of Windsor's policy webpage, within two (2) weeks of the approval of the policy. If applicable, a notification will also be sent to all departments directly affected by the policy.

Appendices:

none